

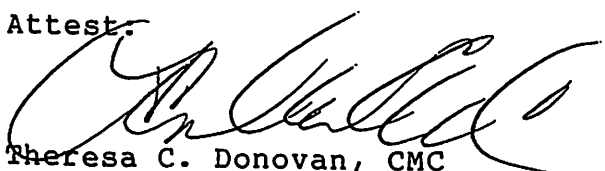
POLICIES AND PROCEDURES MANUAL
FOR DEPARTMENT DIRECTORS

TOWN OF JAMESTOWN, RHODE ISLAND

APRIL 1993

Adopted by the Jamestown Town Council on April 15, 1993 with the provision that it be reviewed and, if appropriate, revised annually.

Attest.



Theresa C. Donovan, CMC
Town Clerk
April 26, 1993

Conditions of Employment

Hours of Work. The basic work schedule shall be based on a forty (40) hours week, Monday through Friday. Normal work hours shall be 8:00 AM through 4:30 PM. It is recognized that time may need to be spent outside normal work hours conducting departmental business. Reasonable compensatory time off shall be granted as deemed appropriate in consultation with the town administrator. If circumstances arise whereby a department director needs to temporarily adjust her/his schedule, prior approval from the town administrator shall be required. A written request for use of such flex time shall be submitted to the town administrator at least thirty (30) days in advance, if possible.

Indemnification. The Town of Jamestown shall defend, save harmless, and indemnify department directors against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act of negligence or omission occurring in the performance of department duties. The Town will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

Bonding. The Town of Jamestown shall bear the full cost of any fidelity or other bonds required of the Town under any law or ordinance.

No Reduction of Benefits. The Town of Jamestown shall not at any time during the term of any individual department director's contract reduce the salary, compensation, or other financial benefits of the department director, except to the degree of such reduction across-the-board for all department directors in the Town.

Outside Employment. Any department director desirous of engaging in outside employment shall provide written notification in advance and shall be required to receive written permission from the town administrator or the town council before undertaking any outside employment. The department director shall indicate the nature of the employment, location, anticipated hours of work, and the means by which s/he shall be contacted while employed elsewhere. It is understood that the needs of the Town shall be the primary consideration. Should it be determined that authorized outside employment is interfering in some way with the department director's job performance or otherwise, the town administrator shall have the authority to restrict said outside employment in such manner as s/he deems necessary to maintain a professional staff.

Other Terms and Conditions of Employment. All provisions of the *Town of Jamestown Charter and Code*, and regulations and rules of the Town relating to vacation and sick leave, retirement and pension system contributions, holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to department directors as they would to other employees of the Town, in addition to said benefits enumerated specifically for the benefit of the department directors as herein provided.

Fringe Benefits

Disability, Health, and Life Insurance. The Town of Jamestown shall put into force and make required premium payments for department directors for insurance policies for life, accident, sickness income benefits, major medical and dependents' coverage group insurance covering department directors and their dependents. The Town shall purchase and pay the required premiums on whole life insurance policies equal in amount to \$40,000. The Town shall provide hospitalization, surgical, and comprehensive medical insurance for department directors and their dependents and shall pay premiums thereon equal to that which is provided all other Town employees. Department directors shall pay 5% of the cost of the premium for medical insurance.

Retirement. The department directors shall be members of the State of Rhode Island retirement system with a contribution for the department directors and the Town of Jamestown being determined by the State. All terms and conditions of the State retirement system shall apply.

Longevity. Remuneration for longevity shall be added to department director's base salary according to the following schedule:

- added to the base salary of the 5th & 6th years of service shall be 2.5% of 5th year base
- added to the base salary of the 7th & 8th years shall be 3.5% of 7th year base
- added to the base salary of the 9th & 10th years shall be 4.5% of 9th year base
- added to the base salary of the 11th & 12th years shall be 5.5% of 11th year base
- added to the base salary of the 13th & 14th years shall be 6.5% of 13th year base
- added to the base salary of the 15th & 16th years shall be 7.5% of 15th year base
- added to the base salary of the 17th & 18th years shall be 8.5% of 17th year base
- added to the base salary of the 19th year and every year beyond shall be 9.5% of 19th year base

Travel. Department director's shall be reimbursed at a rate of \$.26 per mile for use of a personal automobile while conducting required duties. Department directors may budget for and be reimbursed for the reasonable cost of travel and subsistence expenses related to courses, institutes, and seminars necessary for professional development. In instances where the department director will be requesting reimbursement, and/or there will be an absence of more than one day, prior approval from the town administrator is required.

Dues and Subscriptions. Department directors may budget for and have the Town of Jamestown pay for the reasonable cost of professional dues and subscriptions necessary for continuation and full participation in professional associations and organizations necessary and desirable for continued professional participation, growth, and advancement, and for the good of the Town.

Leaves

Holidays. The following shall constitute the official holidays for which time off will be paid at the regular rate of pay:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	the Friday after Thanksgiving
Independence Day	the afternoon of Christmas Eve
Victory Day	Christmas Day
Labor Day	

If a holiday falls within an approved vacation period, annual leave will not be charged on that day. Payment will not be made if a holiday falls within an approved leave without pay, nor will holiday time accrue.

Vacation. Vacation time and number of days of vacation to be taken are to be mutually agreed in advance by the department director and the town administrator. Vacation time shall accrue according to the following schedule:

1 - 5 years service	12 days
5 - 10 years service	16 days
10 - 15 years service	20 days
16 years service	21 days
17 years service	22 days
18 years service	23 days
19 years service	24 days
20 years service	25 days

The maximum number of days allowed on February 28 of any given year shall be two (2) years worth of accumulation. Vacation time which has accumulated in excess of the maximum accrual shall be forfeited. When the service of a department director is terminated by resignation, retirement, or death, s/he (or her/his estate) shall receive full pay for each day of vacation leave to his/her credit as of the date of termination, up to her/his maximum accrual.

Sick. Sick leave with pay shall be granted and is defined to mean a necessary absence from duty due to illness, injury, or exposure to a contagious disease and may include absence due to illness or death in the immediate family of the employee or necessary attendance upon a member of the immediate family who is ill. Department directors shall accrue twenty (20) days of sick time per year, with a maximum allowable accumulation of 120 days. Those department directors who, at the time of adoption of this *Manual*, have sick leave accumulation in excess of 120 days will be allowed to keep the excess time in a "bank." The remaining 120 days will be considered "active" sick leave accumulation. The accumulation in the bank may be drawn upon if the 120-day active accumulation is completely exhausted. When the service of a department director is terminated by retirement or death, s/he (or her/his estate) shall receive half pay for each day of accumulation in the bank. Also, when the service of a department director is terminated by retirement or death, s/he (or her/his estate) shall receive half

pay for each day of active accumulation. Once per year, at February 28, any active accumulation in excess of 90 days may be bought back at 30% of the department director's current rate of pay.

Maternity Leave. A pregnant department director unable to perform her work and so certified by her physician shall be entitled to use accrued sick leave for any time she is unable to work. It is agreed a pregnant department director who has exhausted her sick leave, and who has been employed by the Town for twelve (12) consecutive months, shall be entitled to maternity leave without pay, not to exceed thirteen (13) consecutive work weeks in any two (2) calendar years, upon written notification to the town administrator. Notification will be made at least thirty (30) days in advance, if possible, of the commencement of the leave period. A pregnant department director shall not be required to commence her maternity leave prior to childbirth unless she can no longer satisfactorily perform her job duties. At the expiration of maternity leave, the department director shall be returned to the position from which she is on leave at the same step of the then current range for her class of position.

Paternity Leave. A department director who has been employed by the Town for twelve (12) consecutive months, shall be entitled to paternity leave without pay, not to exceed thirteen (13) consecutive work weeks in any two (2) calendar years, upon written notification to the town administrator. Notification will be made at least thirty (30) days in advance, if possible, of the commencement of the leave period. At the expiration of paternity leave, the department director shall be returned to the position from which he is on leave at the same step of the then current range for his class of position.

Family Leave. Upon written application to the town administrator thirty (30) days prior to the commencement of the leave, if possible, a department director who has been employed by the Town for twelve (12) consecutive months, may be granted a leave without pay for reasons of personal illness, disability, or other purpose deemed proper, not to exceed thirteen (13) consecutive work weeks in any two (2) calendar years. Department directors on leave without pay due to personal illness, disability, parental leave, or family leave shall be eligible for paid health benefits, and when applicable must pay their share of the health benefits. Parental leave means leave by reason of the birth of a child of a department director, or the placement of a child sixteen (16) years of age or less with a department director in connection with adoption of such child by the department director. Family leave is for a family member defined as a parent, spouse, child, mother-in-law, father-in-law, or the department director him or herself. Family leave is granted by reasons of serious illness of a family member. Serious illness is defined as disabling physical or mental illness, injury, impairment, or condition that involves in-patient care in a hospital, a nursing home, or a hospice, or out-patient care requiring continuing treatment or supervision by a health care provider. Written certification from the physician caring for the person who is the reason for the family leave shall be required. At the expiration of such leave, the department director shall be returned to the position from which s/he is on leave at the same step of the then current range for her/his class of position.

Jury Leave. Department directors who are ordered by the appropriate authority to report for jury duty shall be granted a leave of absence from regular duties during the actual period of such jury duty and shall receive for such period of jury duty her/his regular pay or her/his jury duty pay whichever is greater.

Personal Days. Department directors shall be entitled to four (4) days leave of absence with pay each year for emergencies or to attend to personal matters and/or religious observance which cannot be reasonably attended to outside of the normal work day. A reason shall not be required as a condition of utilizing this personal leave, but prior approval must be obtained from the town administrator. Personal leave credits cannot be carried over from one calendar year to the next, and payment for personal leave credits on account will not be paid upon termination.